



## King County

### Department of Adult and Juvenile Detention, Community Corrections Division

## ELECTRONIC HOME DETENTION REPORTING INSTRUCTIONS

Phone (206) 296-1240 Fax (206) 296-1797

#### **Location:**

King County Courthouse  
516 - 3<sup>rd</sup> Ave in Seattle; 10<sup>th</sup> Floor, Suite 1028

#### **Business Hours:**

Monday - Friday, 8 am – noon and 1 – 4 pm  
(please do not bring children to the EHD office)

When a judge has ordered you to the Electronic Home Detention (EHD) program, you **MUST** make contact with the office **in person** or by **telephone no later than the following business day**. The EHD office is co-located with Work Education Release in Suite 1028 of the King County Courthouse. In order to be on EHD, you must have a referral from a participating King County Court (Municipal, District, or Superior Court) and your current charge(s) must be statutorily eligible (Note: there are different eligibility criteria for pretrial and post-sentencing orders – see your attorney for details). All program paperwork must be completed and submitted to the EHD office prior to admission. You must have two court orders to enroll: an order of confinement to EHD and a Conditions of Conduct order.

#### **Program Admittance Information**

##### **Scheduling Information:**

- Call or come in to the EHD office to schedule an appointment for your intake interview.
- Complete all information on all forms and submit within the requested time frame.
- Attend your scheduled intake interview, which can be done in person or by phone.

##### **Intake Interview Information:**

- Please bring all paperwork given to you by the court, including a copy of the commitment order to EHD, the signed Conditions of Conduct Order for the program, your current landline telephone bill, and your most recent pay stub if you have one. Staff will review your personal information and eligibility.
- If you have been ordered to treatment, please be prepared to provide the type of treatment, the name of your treatment provider, their telephone number and fax number. Please be prepared to sign a Release of Information.
- At your intake appointment, you will be given a report date to report to the EHD office (which will be on or before the date ordered by the Court).

##### **Reporting to Electronic Home Detention:**

- On your report date, report to the EHD office at the specified time. You will be booked into EHD through the King County Jail.
- After your booking into EHD, you will attend an Orientation with your caseworker to review program rules, home leave, work schedule, financial obligations, etc.
- Failing to report as instructed above will result in a violation of your court order, and notification will be sent to the court.

## **EHD Program Requirements**

### **Residence**

You must reside in a residential dwelling such as a house, apartment, group home, permanently stationed mobile home or another facility which is a structure. Your residence may not be an automobile, public shelter, or a temporary structure.

### **Phone Line**

You must have a landline meeting the requirements below.

**NO SERVICES ARE ALLOWED ON THE TELEPHONE LINE. THESE INCLUDE, BUT ARE NOT LIMITED TO:**

- A home phone (landline) capable of placing and receiving 1-800 phone (toll free) calls
- Must have a corded phone – no portable or cordless phones
- Phone service provider **CANNOT** be Comcast or another digital Voice Over Internet Protocol (VOIP) service provider, as it is not compatible with the equipment
- Phone service **CANNOT** be digital; only analog phone service works for monitoring
- Must not have Privacy Plus or Caller ID
- Must not have Call Waiting
- Must not have Call Forwarding
- Must not have an answering machine, phone messaging or voice mail attached to the line
- Must not have a fax machine, dial-up modem or dial-up Internet connection attached to the phone line
- The participant cannot have implanted medical devices (e.g., pacemaker)
- Please note: medical procedures may be affected by the presence of an electronic home monitoring device as it may affect the accuracy of certain reports (EKG, MRI, etc.). Notify your caseworker if medical procedures are required.